



Training Opportunity

Course Title:	Staffing, Pay and Leave Fundamentals
Date(s)/Time:	29-30 June, and 1 July 2004 8am to 4pm
Location:	Ft. Benning, Building 6, Classroom 225
Tuition:	\$325
Vendor:	Southeastern Training Associates
Course Manager:	Steve Funderburk 256-876-3396/DSN 876-3396 steve.funderburk@us.army.mil
Cancellation Policy	Cancellations are permitted until the registration deadline of 28 May 2004; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date

Who Should Attend:
Open to all Federal Employees

Course Description:
The following topics will be covered:

- Statutes and Regulations Governing Personnel Actions
- Appointing Authorities
- Merit Promotion Procedures
- Within Grade Increases
- Overtime/Compensatory Time
- Family and Medical Leave Act (FMLA)
- Military Leave

Registration Information: **Registration Deadline: 28 May 2004**

Follow your organization's procedures for securing approval to attend this program. To obtain space in this program, submit a completed payment authorization sheet available [here](#) to the course manager by the registration deadline.

Additional Information:
Individuals requiring special accommodations should notify the course manager at the time of registration.